The BASO Connection

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About This Newsletter

The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO provides support for Core Financial SAP, Business Warehouse, Travel Manager, and WebTADS.

Core Financial Corner

PR Printing Update

If you've been having a problem printing your Purchase Requisitions (PRs), we have some information that might help. If your PRs are getting cut off in the printed version, do not adjust your printer. These problems are the result of new field additions or field size increases in SAP, and will be corrected in the near future. In the meantime, try this workaround:

- Take a screenshot of the PR using the Print Screen *(Ctrl+Print Scrn)* button on your keyboard
- Open Microsoft Word and select Edit→Paste
- Save and print the Word document

Remember, all PRs are stored in SAP and can be viewed online at any time. For further assistance with PR printing, please contact the BASO.

Saving a PR as a PDF

To save a PR as a PDF file, follow these steps:

- From the SAP Easy Access screen, enter SAP Transaction Code ZMM_PR and click the green checkmark
- Enter the PR number in the Purchasing Requisition field, enter "mail" in the Printer field and click on the Clock icon
- The PR will be sent as a PDF attachment to the email specified in your User Profile. To view your user profile, enter SAP Transaction Code SU3

PR Release Strategy Update

Good news - the Competency Center has processed all HQ Purchase Requisition Release Strategy updates! As mentioned in last month's BASO Connection, the Competency Center briefly lifted the freeze on Release Strategy SRs to allow additional submissions. At this time, the freeze has been reactivated and no more Release Strategy SRs will be processed until March 11. Check out *HQ Release Strategies* under Purchase Requisitions and Release Strategies on the Job Aids menu at http://corefinancial.hq.nasa.gov/.

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Introducing the NSSC HQ Transition Team

The Agency NSSC Team is conducting briefings at each Center during February and March to discuss the transactional and administrative activities that will be performed by the NSSC. Over time, the NSSC will begin to perform activities related to Human Resources, Information Technology, Procurement and Financial Management. Ready to assist the Agency NSSC Team is our very own Headquarters Center Transition Team:

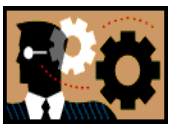
- ✓ Jim Frelk, Project Manager
- ✓ Brenda Spicer, Human Resources
- ✓ Dennis Bridge, Financial Management
- ✓ Bruce King, Procurement
- ✓ Walter Bigelow, Information Technology
- ✓ Nadine Tremper, Change Integration

In addition, the Regional Finance Office (RFO) is represented on the HQ Center Transition Team by Jon Woltz (Financial Management) and Leigh Anne Girarldi (Procurement). Keep an eye out for the NSSC briefings coming to a conference room near you! For more information about NASA's Shared Services Center, visit the NSSC website at http://nssc.nasa.gov.

Attention Mac Users!

The IFM Program Office has made the Online Quick Reference (OLQR) available directly to Mac users without having to use the Citrix server. For Mac users with Internet Explorer 5.2.3 for OS X installed, you can now access the OLQR at http://olqr.ifmp.nasa.gov.

CMS at NASA HQ



You're just in time to witness the unveiling of NASA's Competency Management System (CMS)! CMS is an Agency-wide application used to measure and monitor the Agency's knowledge base. CMS helps the Agency match the talents and strengths of its employees with the positions that can best utilize those skills and is used to ensure the Agency has the knowledge needed to complete its mission.

What are Competencies?

CMS incorporates two sets of competencies: position competencies and individual competencies. Position competencies relate directly to a job description and will be assigned by managers and supervisors. Individual competencies are related to the knowledge of an employee. An employee's portfolio is not limited to the competencies needed for their current job, and can include competencies, experience and skills gained from previous employment and experiences.

Logon to CMS

Employees are encouraged to logon to CMS by visiting the HQ CMS website at http://competency.hq.nasa.gov, clicking Logon to CMS, and entering their WebTADS user ID and password to access the system. Each personal portfolio has been loaded with the competencies tied to the employee's current position, so employees should validate that information and add any additional competencies they possess.

CMS Training Available

Two web-based training courses are available on the HQ CMS website. *Employee Training* provides step-by-step instructions for entering individual competencies into CMS. *Supervisor Training* is designed to assist managers and supervisors in assigning position competencies.

BASO Footnotes

- The Workforce Integrated Management System (WIMS) is a workforce planning tool that provides essential workforce data to Center and Agency management. WIMS is an important part of meeting the Full Cost Objectives of the President's Management Agenda (PMA), and helps with budget formulation and strategic human capital management. Each organization at HQ has identified a WIMS point of contact, and these individuals will be trained during the week of March 7 – 11.
- During March, Core Financial is scheduled to be upgraded to Release 5.2. Keep an eye out for more information.
- N2 is coming! An update to the NASA Budget System (NBS) is in the works to support the FY07 budget process. Stay tuned!

BASO Contacts

The BASO provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, and WebTADS.

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at jballent@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

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